

## **CAPITAL IMPROVEMENT PROGRAM COMMITTEE (CIPC)**

Minutes for October 14, 2009

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**Present:** CIP Members: Chairman David Weaver, Dawn Hayes, Becky Warren, Dennis Steinhauer, Conrad Anker, Cynde Hertzog and Commission Liaison Joe Skinner. Staff: County Administrator Earl Mathers and Commission Assistant Glenda Howze. Guest: Robert Lee

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The meeting was called to order at 7:35 AM in the Courthouse Community Room.

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**Public Comment:** Chairman Weaver introduced Mr. Robert Lee, a prospective board member with a background in engineering and project management.

**Approval of Minutes of September 9, 2009:** Mr. Anker made a motion to approve the minutes of September 9, 2009 as written. Ms. Hertzog seconded the motion. All voted aye. Motion carried unanimously.

**Final Approval of the FY 2011 Documents – Application, Ranking Criteria and Review Team Criteria:** Ms. Hayes made a motion to approve the application (for FY 2011) as modified at the last meeting. Ms. Warren seconded the motion. All voted aye. Motion carried unanimously. Ms. Warren made a motion to approve the ranking criteria document as modified at the last meeting. Mr. Steinhauer seconded the motion. All voted aye. Motion carried unanimously. Ms. Warren made a motion to approve the Review Team Role Document as modified at the last meeting. Ms. Hayes seconded the motion. All voted aye. Motion carried unanimously.

**Planning for CIP Application Training for Staff on October 21<sup>st</sup>:** The committee agreed with the presentation format as put forth by Ms. Howze. It will go as follows: Introduction of CIP members, an explanation of the training by Chairman Weaver or his designee, distribution of the FY 2010 decisions by the Commission, explanation of the role of the County Review Committee by Earl Mathers, explanation of the mandatory County Review Committee meeting by Earl Mathers, presentation of the timeframe/schedule by Glenda, Mary Ellen or Cynde, and an explanation of the application and how to fill it out by Glenda. This will be followed by a question and answer time. The CIPC requested Glenda send out the application prior to the meeting so that staff has time to look it over.

**Distribution and Approval of FY 2011 Schedule:** Discussion took place regarding the master planning item set for December 9<sup>th</sup> and what the involvement of the CIPC will be in that planning process. Mr. Mathers stated that a discussion of this item on the 9<sup>th</sup> might be premature. Commissioner Skinner stated that he will talk to the other Commissioners to get consensus on the role of the CIPC in this planning process. Mr. Mathers explained that one important activity in this process is for a committee to review the RFP's that come in from those companies wanting to complete the project. The committee should be a well-balanced team, perhaps including himself, a Commissioner, a CIPC member, and possibly two others.

Discussion also took place about the item scheduled for October 28th with Road and Bridge Superintendent Lee Provance on his priorities. Commissioner Skinner urged the committee to be careful with the tone that they set with Lee and make sure he understands that the committee has no intention of telling him how to do his job but simply wants to aid him in making sure that his priority projects move forward. Mr. Mathers stated that it is important to not convey the impression of trying to undermine his efforts. Commissioner Skinner stated that his priorities change based on the circumstances, such as where millings might be located and must be used. It would be a good idea to have something in the CIP 5-year plan, however, that represents the priorities and future planning of the Road and Bridge Department.

**Other:** The CIPC requested that another time be arranged for a tour of the Detention Center under construction.

**Agenda for October 28<sup>th</sup> meeting:** As the schedule indicates.  
The meeting was adjourned at 8:05 AM.